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MINUTES DUVALL PLANNING COMMISSION

**Rose Room - Duvall Library, 15619 Main Street N.E., Duvall
Thursday, March 20, 2008 at 7:00 PM**

1. Call to Order – Flag Salute

Commissioner Jeff Wolf called the meeting to order at 7:00 p.m.

2. Roll Call

Commissioners Jeff Wolf, Skye King, Jason Walker, Amy Ockerlander, Hilarie Cash and Peter Luhrs were in attendance. City Staff members Lara Thomas, Senior Planner; Cari Hornbein, Planning Director/City Hall Administrator; Boyd Benson, City Engineer; and Amy Bright, Administrative Assistant were present.

3. Announcements

Lara Thomas announced the Short Course in Planning has been scheduled for May 1st. She noted that North Bend, Carnation and Monroe will be participating along with the City of Duvall.

Lara Thomas announced that deadlines for Comprehensive Plan Amendment applications are April 10th. She added that the City is currently looking to make amendments to parks and traffic sections of the plan. She noted that Duvall Town Center may also be submitting an application for a zoning change.

4. Approval of Minutes

The minutes from the January 17, 2008 meeting were approved as distributed.
The minutes from the March 6, 2008 meeting were approved as distributed.

5. Citizen's Comments and Requests – Items not on the Agenda

None

6. Old Business

None

7. New Business

Binding Site Plan

Lara Thomas spoke about the memo to Planning Commission for a new Binding Site Plan process. She explained that Binding Site Plans are a second avenue for subdivisions and are typically used for industrial condominiums but more recently for single family attached and detached condominiums.

Commissioner Cash asked for clarification on the number of lots that Binding Site Plans allow. Ms. Thomas stated that the owner owns a normal sized lot or that they own just the ground below their unit. Commissioner Cash asked why Binding Site Plans are used. Ms. Thomas explained that they are typically used for commercial, industrial or office spaces. She added that cities are now using them for residential lots and most recently single family condominiums.

Ms. Thomas explained that another reason to adopt a Binding Site Plan procedure is that Camwest Development has requested to use this process for the properties off of Big Rock Road. Ms. Hornbein noted that there is currently a typo in the Unified Development Regulations that states the City has a binding site plan process, when in fact there is not one in place.

Commissioner Walker asked if this process will allow for flexibility in setbacks. Ms. Hornbein explained that the setbacks are built into the code and they will not be used to further flex those set back requirements. She noted that in Mixed-Use 12, the lot size for attached units is 0 square feet, so there is already flexibility in setbacks. Commissioner Walker asked specifically about side yard setbacks. Ms. Hornbein explained that the setback requirements in Title 14 still apply. Commissioner Walker asked if there will be a common wall for units with a 0 foot setback. Ms. Hornbein confirmed that there will be a common wall in attached units.

Ms. Thomas stated that the second sentence of the draft Binding Site Plan memo that starts with "one year extension" will be deleted.

Ms. Hornbein stated that Karen Swenson, Planning Consultant, is working on more code amendments that will be brought to Planning Commission in the future. Commissioner Walker asked if definitions will be added to Title 14 when the new sections of the code are added. Ms. Hornbein confirmed that definitions will be added. Commissioner Walker asked about the process for adopting the Binding Site Plan procedure. Ms. Thomas explained that the Community Trade and Economic Development (CTED) requires the City to submit a checklist, cover letter, and a strike and delete version of Title 14. She added that CTED requires a 60 day review and that the City will bring the package to Planning Commission, then City Council. She noted that a SEPA checklist will need to be completed.

Ms. Cash asked if the Commission will be voting on the new sections of code put in front of them tonight. Ms. Thomas explained that this meeting is merely a workshop and no voting will be made tonight.

Subdivision Alterations, Modifications, and Short Plats

Ms. Thomas read through the memo to Planning Commission for the subdivision alterations, modifications and short plats.

Commissioner Walker asked why the City is changing this section of the code. Ms. Thomas noted that this change is procedural. Commissioner Walker asked if a developer has a permit application submitted to the City, if they can choose to use the benefits from these code changes. Ms. Hornbein noted that developers are vested under the code that was in place at the time the development application was submitted. She added that developers cannot pick and choose which requirements will apply to their application.

Commissioner Luhrs stated that the intent of the code changes are excellent and asked if the City Attorney had reviewed the proposed code changes. Ms. Thomas stated that he had not reviewed the sections at this time, but that he will review them prior to the submittal to CTED.

Commissioner Luhrs asked how subareas apply to Duvall. Ms. Hornbein stated that a good candidate for a subarea was for the area formerly known as the South Urban Growth Area, but that it could now work well in the North or East UGA's.

8. Other Business

Paige Brewer, 15819 Manion Way NE, spoke to the Commissioners. She explained her interest in the Planning Commission processes and how the Planning Department works.

9. Adjournment

The meeting was adjourned at 8:35 p.m.